Public Case Recordation Geo Report with Customer

Menu Option: Pub CR Geo Report with Customer

Purpose: This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range and/or section. This report format will display the customer name, interest, percentage of interest as well as serial number, case type, disposition, disposition date, acreage and legal description sorted in Serial Number or MTR order.

Selection Criteria: The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. There is a combination of required and optional criteria.
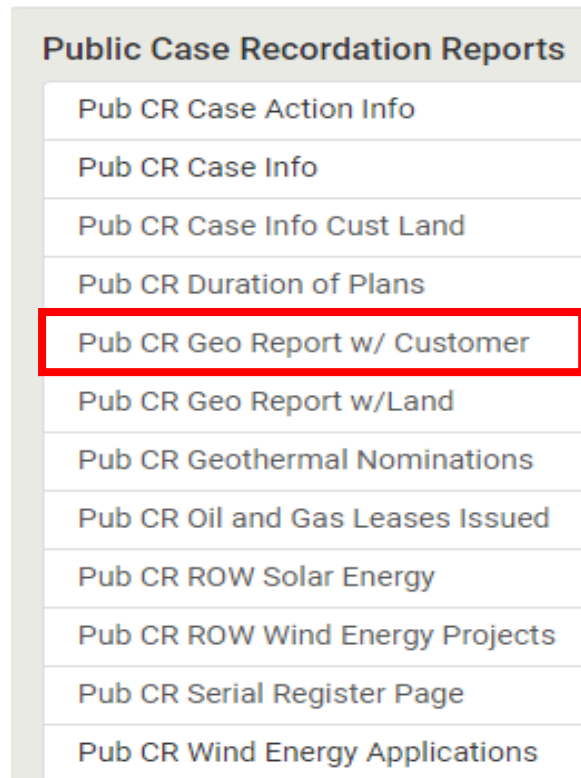
The required criteria include Admin State, Meridian-Township-Range, and Section.

Additional criteria that can be used include: Geo State, Disposition, Case Type or Case Group. Note: Case Type and Case Group must relate to each other; example – Case Group 31 Case Type 311111

Procedure:

1. Select **CR Geo Report w/Customer** from the reporting menu.

Purpose

This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range and/or section. This report format will display the customer name, interest, percentage of interest as well as serial number, case type, disposition, disposition date, acreage and legal description sorted in Serial Number or MTR order.

Report

Pub CR Geo Report with Customer

- Asterisk (*) indicates Mandatory Criteria - please select from the list of values.
- All entries must be in UPPERCASE.
- Either select one or more values from the list OR type in value(s).
- Separate values with a semicolon ; if entering more than one.

*** Choose ONE and ONLY ONE - Meridian Township Range (MTR) -OR- Meridian Township Range Section (MTRS). ***

MTR must be entered as:
- 2 digits for Meridian<space>5 characters for Township<space>5 characters for Range

MTRS must be entered as:
- 2 digits for Meridian<space>5 characters for Township<space>5 characters for Range<space>3 digits for Section

MTR Examples:
• 08 T1N R1E	is entered as	08 0010N 0010E
• 08 T29N R35E	is entered as	08 0290N 0350E
• 08 T29N R100W	is entered as	08 0290N 1000W

MTRS Examples:
• 08 T1N R1E Sec 1	is entered as	08 0010N 0010E 001
• 08 T29N R35E Sec 10	is entered as	08 0290N 0350E 010

IF it is necessary to enter a half township or half range, the last zero is replaced with 2.
For example:
• 14 T3 1/2 N R28E	is entered as	14 0032N 0280E
• 14 T3 1/2 N R28 1/2 E	is entered as	14 0032N 0282E

See Reference Codes link above for a valid Meridian Code.
All other criteria are optional.

* Admin State   --Select Value--

Meridian Township Range   --Select Value--

Section   --Select Value--

Next   OK   Reset ▼

Refresh

Choose any of the following criteria to further filter your query and click "OK" to run the report.

NOTE: Case Type and Case Group must relate to each other. Example - Case Group 31 Case Type 311111

Geo State   --Select Value--

Disposition   --Select Value--

Case Type   is equal to / is in   --Select Value--

Case Group   --Select Value--

Admin Agency Code   begins with   --Select Value--

Cancel   Previous   OK   Reset ▼

Refresh

Identify the Required Information

2. ***Admin State:**

   Type the two-letter state code in ALL CAPS in the text box or select one or more from the list box.

   * Admin State
   --Select Value--
   - ☑ AZ
   - ☐ CA
   - ☐ CO
   - ☐ ES

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then select multiple items in the list box.
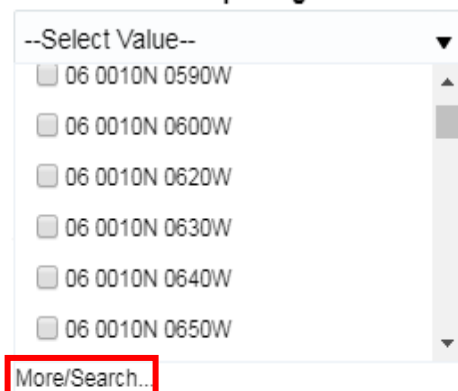
3.***Meridian-Township-Range (MTR):**

Type the MTR (ALL CAPS) in the text box or select one or more from the list. The MTR must be entered as 2 digits for Meridian, space, 5 digits for Township, space, 5 digits for Range; for example to enter to T1N, R1E in Idaho you would enter 08 0010N 0010E

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See *"Using the Select Values Table"* below.

Meridian Township Range

--Select Value--   ▼
  ☐ 06 0010N 0590W
  ☐ 06 0010N 0600W
  ☐ 06 0010N 0620W
  ☐ 06 0010N 0630W
  ☐ 06 0010N 0640W
  ☐ 06 0010N 0650W
More/Search...
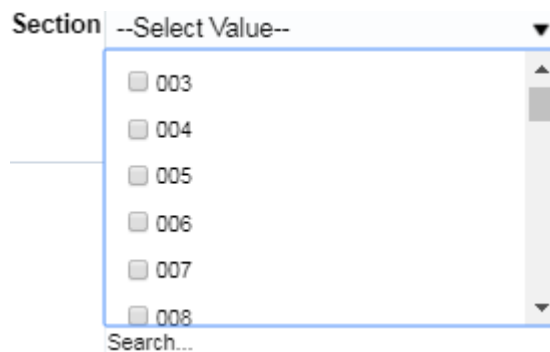
4. **Section**:

Type the complete section number in the text box or select one or more from the list box
To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.
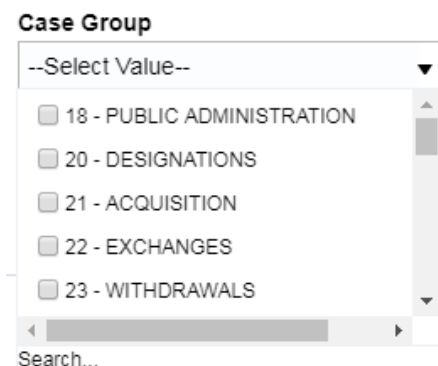
See *"Using the Select Values Table"* below.

Section --Select Value--   ▼
  ☐ 003
  ☐ 004
  ☐ 005
  ☐ 006
  ☐ 007
  ☐ 008
Search...

Identify the Optional Information:

5. **Geo State**: You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box

Click on the drop down arrow to see the list of geo states. Select one or more from the list.

Geo State --Select Value--   ▼

You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

6. **Disposition***:*

Type the Case Disposition in ALL CAPS in the text box or select one or more from the list box.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on **Search** to bring up the **Select Values Table**.

See **"Using the Select Values Table"** below.
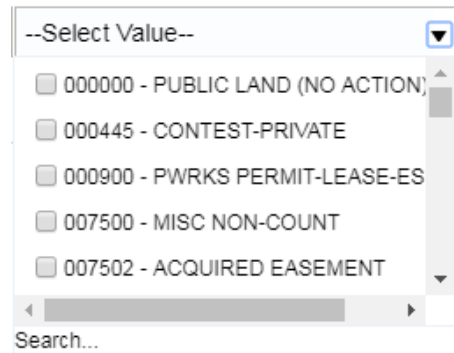
NOTE: *You must select either Case Type or Case Group; however when selecting both they must relate to each other. Example: Case Group 31 Case Type 311111.*

7. **Case Type:**

Type the Case Type Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on **Search** to bring up the **Select Values Table**.

See **"Using the Select Values Table"** below.

8. **Case Group:**

Type the two-digit Case Group Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on **Search** to bring up the **Select Values Table**.

See **"Using the Select Values Table"** below.

9. **Admin Agency Code:**

To specify Admin Agency Code, select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu

Using the Select Values Table and Entering Data from a File:

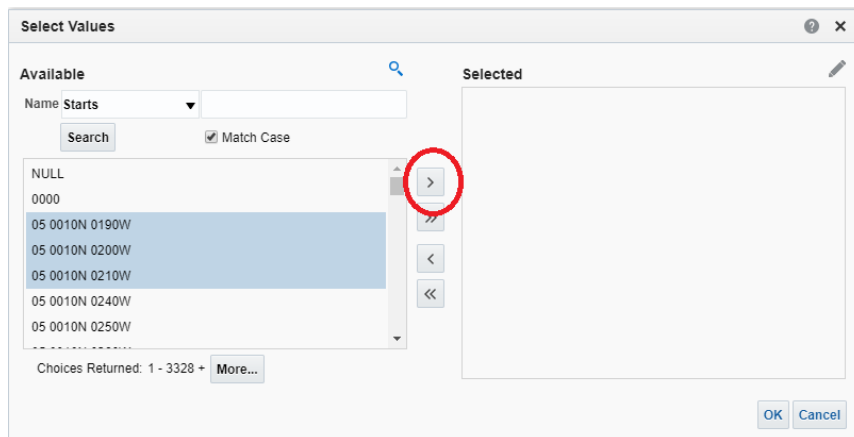10. Generally there are three (3) ways to enter criteria into the report prompts

    1.Type directly into the text box

    2.Select from the dropdown list

    3.Use the Select Values table

    To open the "Select Values" table click on More/Search at the bottom of any dropdown list.
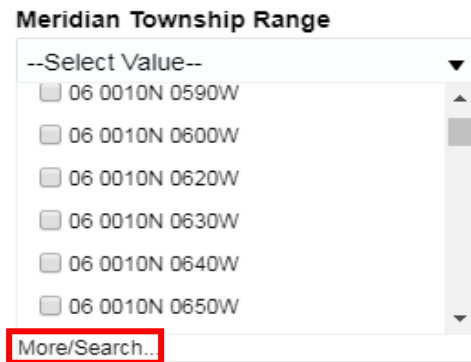
    Several choices will be displayed at a time. To view more rows, click on the "More/Search" button to see the next set of choices.   Use the scroll bar on the right side of the list to view all of the choices.

11. Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like; use the CLT key (for non-sequential items) or Shift key (for sequential items)

Click on the right arrow (>) to move your selection(s) to the "Selected" column.

Select Values

Available

Name Starts ▼

Search   ✔ Match Case

NULL
0000
05 0010N 0240W
05 0010N 0250W
05 0010N 0260W
05 0010N 0270W
05 0010N 0280W

Choices Returned: 1 - 3328 +   More...

>
»
<
«

Selected

05 0010N 0190W
05 0010N 0200W
05 0010N 0210W

OK   Cancel
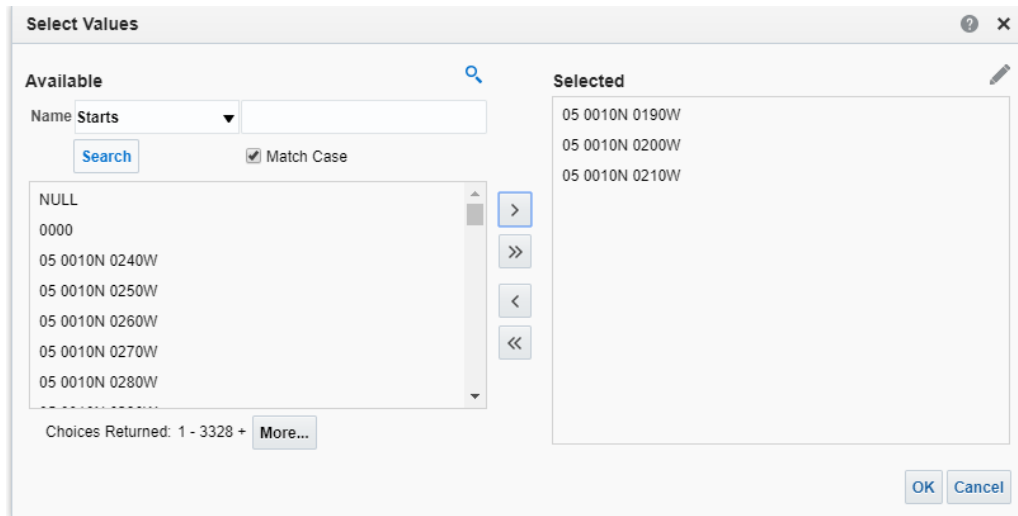
The single right arrow (>) moves the only the selected rows to the right.
The double right arrows (>>) move ALL rows to the "Selected" column on the right.

The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search.
The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.

Available

Name Starts ▼

Search   ✔ Match Case
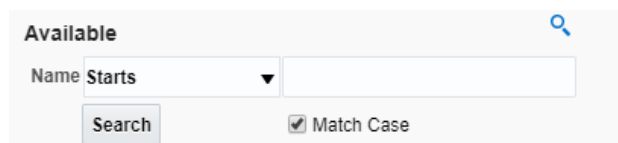
You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are:

Starts ▼

Starts

Contains

Ends

is Like (pattern match)
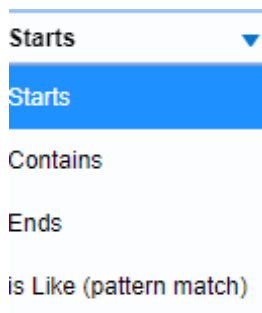
If you have a file, for example with the Meridian, Township, Range, (and Section), you may copy and paste the list into the "Selected" area of this search box. Click on the Pencil icon in the upper right corner.
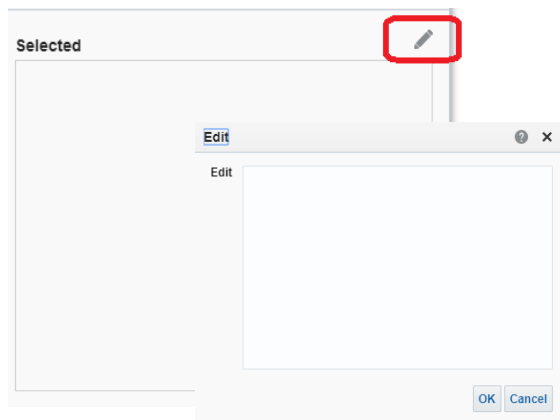
This launches a small "Edit" box. From a Word document or Notepad, copy the list of values. The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.
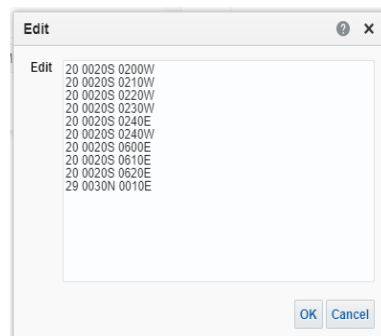
Then use the copy feature to copy the list of values. Place your cursor inside of the "Edit" box, and press Ctrl – V to paste the list into the box. Click OK.
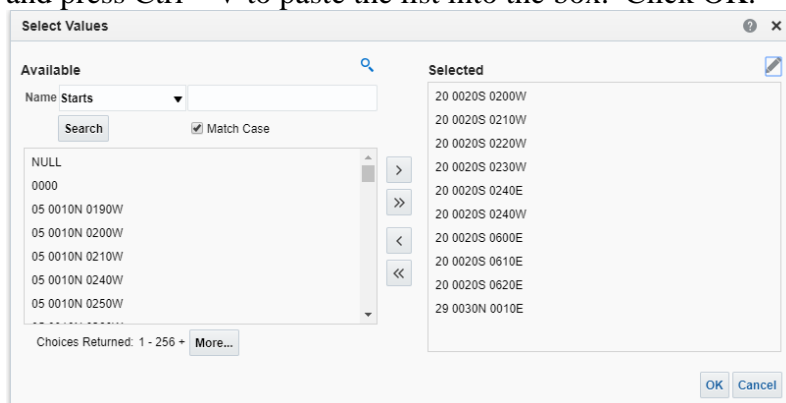
This places the list of values into the "Selected" column.

Process Report:

12. After selecting all criterion, click **OK** to process this report**.**   You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

| Cancel | Previous | OK | Reset ▼ |

Reset to default values

Clear All

13. When processing has completed, there are several views for this report. The views are:

- Sort by Serial Number
- Sort by Meridian Township Range
- Full Results
- Banner

   To view the other views, click on the down arrow to select a different view.

Sort by Serial Number (Default)

Home > Land & Mineral System > Pub CR Geo Report w/ Customer

Pub CR Geo Report w/ Customer

◢ Purpose

This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range and/or section. This report format will display the customer name, interest, percentage of interest as well as serial number, case type, disp

Select the view you would like to see:

Sort by Serial Number ▼

| Admin State | CO |
| Geo State | CO |

Serial Number	COC 012440	Total Case Acres	640.000
Case Type Code	311211
Disposition Action Code	868	**Disposition**	AUTHORIZED	**Disposition Action** EFFECTIVE DATE	**Disposition Date** 04/01/1971

Customer	Address	City	State	Zip Code	Interest Relationship	Pct Int	Mer Twp Rng	Sec	Type	Num	Suffix	Aliquot Part	Action Remarks
ANTLER ENERGY LLC	PO BOX 104	BAGGS	WY	82321-0104	OPERATOR	0.000	06 0110N 0980W	012	ALIQ			E2;	
QEP ENERGY CO	1050 17TH ST STE 500	DENVER	CO	80265-1050	LESSEE	100.000	06 0110N 0980W	012	ALIQ			E2;	

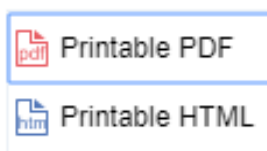## Sort by Meridian Township Range View

Full Results View

Banner

14. At the bottom of each view, there are several options to choose:
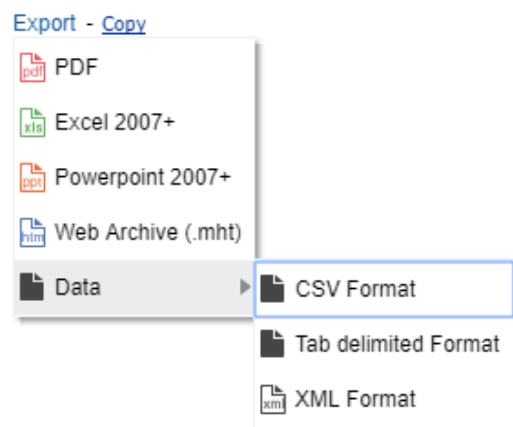
Return - Refresh - Print - Export ·

Return: Returns to the Criteria page.
Refresh: This will process the report again and refresh the data that is displayed.
Print: Allows you to print this report to .pdf format, or HTML format.

Printable PDF

Printable HTML

Export: Allows you to export the data to various formats:

Export - Copy
PDF
Excel 2007+
Powerpoint 2007+
Web Archive (.mht)
Data   ►   CSV Format
                     Tab delimited Format
                     XML Format

Links to Serial Register Page (SRP)

15. When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

There are two 'tabs' for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the "Remarks by Serial Number" tab.

When the SRP is displayed, you may print it in pdf format.   Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.
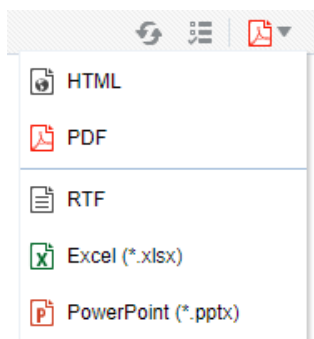
Print Serial Register Page:

16. Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.
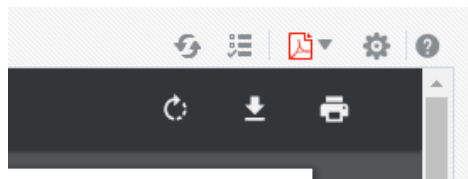
You may close this new page to return to the results.